

# MFASIS ACCOUNTING SYSTEM

## VENDOR UPDATE

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### Function: Process Vendor Updates

#### OBJECTIVE:

To process vendor updates on the MFASIS Accounting system

#### SOURCE DOCUMENT NEEDED:

- New Vendor/Vendor Update form

Important facts to remember regarding the MFASIS ACCOUNTING SYSTEM VENDOR FILE. Agencies will **ONLY** have the ability to SCAN this table.

The Vendor File is a Bureau of Accounts and Control maintained file.

To make **ADDITIONS** to the MFASIS Vendor File:

- Fill out the New Vendor/Vendor Update form available through Central Warehouse.
- For those vendors living outside the United States and not having a valid Social Security number or Employer Identification number, the Bureau of Accounts and Control will establish a Generic Vendor Code for that Vendor.
- A Vendor signature is **REQUIRED** on the New Vendor/Vendor Update form for addition to the MFASIS Vendor File.
- Completed New Vendor/Vendor Update forms should be submitted to the Bureau of Accounts and Control, Station 14, for key entry onto the MFASIS Accounting System.

To make **CHANGES** to the MFASIS Vendor File:

- Forward a copy of the New Vendor/Vendor Update form the Vendor for completion.
- Instruct the vendor that the form must be completed and **MUST** have their signature. **NO VENDOR WILL BE CHANGED ON THE MFASIS VENDOR FILE WITHOUT THEIR SIGNATURE ON THE FORM.**
- Instruct the Vendor to forward the New Vendor/Vendor Update form to the Bureau of Accounts and Control, State House Station 14, Augusta, Maine

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- Upon receipt of the New Vendor/Vendor Update Form from the Vendor Bureau of Accounts and Control will make the change the MFASIS Vendor File.

To **HOLD** a Vendor on the MFASIS Vendor File:

- Forward a New Vendor/Vendor Update form to the Vendor for completion.
- Instruct the Vendor that the form must be completed, and **MUST** have their signature. **NO VENDOR WILL BE PUT ON HOLD ON THE MFASIS VENDOR FILE WITHOUT THEIR SIGNATURE ON THE FORM.**
- Instruct the Vendor to forward the completed form to the Bureau of Accounts and Control, State House Station 14, Augusta, Maine 04333, for entry onto the MFASIS Vendor File.

**DURING THE MONTHS OF NOVEMBER AND DECEMBER THE NEW VENDOR/VENDOR UPDATE FORM WAS FORWARDED TO ALL VENDORS WITH ISSUANCE OF THEIR CHECKS.**

The Bureau of Accounts and Control have been entering these vendors onto the MFASIS Vendor file. Before requesting an addition to the Vendor File perform a SCAN action of the VEN2 table, VNAS table, or the VNAM table to assure that the Vendor does indeed need to be added.

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FORMS

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## FORMS

**NEW VENDOR/VENDOR UPDATE FORM**

**W-9 FORM**